GSA Expo 2006
Proper Use of GSA Contracts

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Acquisition Planning

- Conduct market research … id contract vehicle
  - Reference Tools …GSA Advantage!®, e-library, customer service representatives, catalogs
- Perform contract scope determination
  - For Schedule orders (Schedule - SIN- Contract Scope)
  - Requiring agency CO makes scope determination
    - If questionable, call Schedule CO for assistance
  - GWACs have a specific process
- ***Document*** your business decisions rationale

Brand Name Specifications

- FAR 11.105: "*shall not* be written so as to require a particular brand-name," if so … **requires J&A**
- OFPP memorandum - April 11, 2005
  - Concern over increased use of brand name specs
    - Limits competition; diminishes likelihood of achieving best value; severely limits small business participation
  - Emphasize physical, functional, **performance characteristics**
  - Requires Fedbizopps publication of J&A
  - Applies to <u>all acquisitions</u>

What is a GSA Assisted Acquisition?

GSA makes…

- the contract awarded
- places a task or delivery order

on behalf of another agency (i.e., GSA awards a DoD requirement)

Remember … "the rules follow the money"

Requirements Documentation for Assisted Acquisitions

- Reimbursable Agreement …roles & responsibilities
  - Interagency Agreement/MOU
  - Funding document … certified
- Scope of requirement – SOW, SOO
- Certification of internal review/approvals
- Evaluation criteria – “best value”, performance measures
- Results of market research … realistic delivery date/period of performance?
- Special requirements (funding, testing) or terms & conditions?

What is a Direct Acquisition?

A task or delivery order placed by a using Agency official under a contract awarded by GSA.

- Multiple Award Schedules (Schedules, FSS or MAS)
  - FAR 8.405 ordering procedures
- Governmentwide Acquisition Contracts (GWACs)
  - Requires delegation of authority from GWAC program office
  - Follow FAR 16.5 procedures

Direct Acquisitions using MAS

- Conduct Acquisition Planning
- Ordering procedures (FAR 8.405)
  - Simple supplies/services (no sow required) - (FAR 8.405-1)
    - < Micro-purchases … place order (rotate awards)
    - > Micro but under MOT … SHALL review 3 schedule sources
    - Over MOT (same as above), ask for a price reduction and additional schedule contractors shall be sought
  - Services requiring SOW – issue RFQ (FAR 8.405-2)
    - Shall include SOW (FAR 8.405-2(b) – provide to additional contractors
    - Evaluations – meaningful comparison

Meaningful Comparison or Best Value Determination

Criteria for "best value" judgment – a balance between …

1. Quality of Performance / Strategy
2. Cost Efficiencies
3. Schedule Performance
4. Business Relations

…greatest overall benefit and value in response to the requirement

Additional Special Features

- Socio-Economic Credit
  - Credit toward agency goals
  - Credit for orders under both MAS and GWAC
- Schedule Blanket Purchase Agreements (BPAs)
  - Simplified method for repetitive buys
  - Multiple or single awards